



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825

www.ca.blm.gov

November 7, 2002

In Reply Refer To:
1400-430 (P)
CA-945

EMS TRANSMISSION: 11/7/02
Instruction Bulletin No. CA-2003-004
Expires: 09/30/2003

To: All Managers and Supervisors

From: State Director

Subject: Closeout of Fiscal Year 2002 Performance Appraisals –
Employee Performance Plan and Results Report (EPPRR)

DD: 11/29/02

The performance appraisal cycle for Fiscal Year 2002 ended on September 30, 2002. Please ensure that all supervisors and managers prepare the summary rating for their subordinate employees and document the ratings, with any comments, on the EPPRR Form DI-2002, no later than November 29, 2002. Rating officials are to discuss summary ratings with their employees and assist in developing Individual Development Plans (IDPs).

Each employee should be given a copy of their completed EPPRR for Fiscal Year 2002, and the original should be sent to the attention of Virginia Horton, Human Resource Services, for filing in the employee's Performance Folder.

Performance plans for the Fiscal Year 2003 rating cycle must be in place no later than November 29, 2002, with a copy provided to the employee.

For those of you planning on giving a Quality Step Increase (QSI), remember this is the only award directly linked to the employees rating of record. A QSI is a pay increase that proceeds faster than normal progression through the steps for permanent General Schedule employees. To be eligible for a QSI, the employee must achieve all critical results in their EPPRR for the current rating period and display exceptional performance that is expected to continue. A QSI should be granted in a timely manner following the receipt of the EPPRR rating. Along with the DI-451, Award Certification, a justification is needed explaining how the employee has exceeded the Critical Results, and the original EPPRR.

Questions concerning implementation of this Instruction Memorandum may be directed to Virginia Horton at (916) 978-4472.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management